



LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

September 21, 2016

POSITION: **SUBSTITUTE CUSTODIAN**
 MAINTENANCE/OPERATIONS

SCHOOL YEAR: **2016-2017**

SALARY: **RANGE 11: \$15.64/hr**

Lake Tahoe Unified School District is in search of **SUBSTITUTE CUSTODIANS** to clean classrooms, offices, kitchens, and other facilities of an assigned school during an assigned shift; perform minor repair and maintenance and assure security of school during assigned hours.

REPRESENTATIVE DUTIES:

- Clean classrooms, offices, kitchens and other facilities; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops, cafeterias, kitchens and other work areas; remove gum and candy from floors; spot clean and shampoo carpets.
- Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required.
- Remove snow and ice from walking areas by use of snow blowers and shovels.
- Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty pencil sharpeners.
- Empty and clean the waste receptacles; refill dispensers.
- Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Adjust and arrange furniture and equipment; set up school facilities for special events and meetings.
- Remove graffiti using appropriate solution or painting over words and designs.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Lock and unlock doors and gates; report safety and sanitary hazards as appropriate.
- Pick up paper and other debris from grounds and buildings.
- Participate in thorough cleaning and restoration of school plant during school vacations.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern cleaning methods including basic methods of cleaning and preserving floors, chalkboards, carpets, furniture, walls, fixtures and kitchens and other facilities.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Policies and objectives of assigned program and activities.
- Proper lifting techniques.
- Basic pool maintenance methods and equipment.
- Basic record-keeping techniques.

ABILITY TO:

- Learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition.
- Learn the schedules, procedures and use of custodial tools and supplies.
- Use common cleaning equipment and materials in a safe and efficient manner.
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools.
- Perform minor repairs as assigned.
- Observe and report needed maintenance and repair.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor and outdoor environment.
- Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

- Standing for extended periods of time.
- Bending at the waist.
- Pushing and pulling cleaning equipment.
- Lifting and moving furniture weighing over 50 pounds.
- Climbing ladders.
- Reaching overhead, above the shoulders and horizontally to replace lights in high places.
- Removing snow and ice from walkways using shovels.

HAZARDS:

- Exposure to dust and chemicals such as ammonia and bleach.

APPLICATION PROCEDURE: Please submit a COMPLETE online application packet to www.edjoin.org.

Questions regarding this position may be directed to: Jill Bosma, Human Resources Department at jbosma@ltusd.org

1. Edjoin Application
2. Letter of Introduction elaborating on training, goals, and relevant experience.
3. Resume
4. Minimum 3 current letters of recommendation

PLEASE SCAN AND UPLOAD CURRENT LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION

DEADLINE FOR APPLICATION: **Open Until Filled**

Candidates will be contacted by telephone or email if selected for an interview appointment.

Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer